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SECRET

INSPECTOR GENERAL
75-2253
PERS 75-1493

16 June 1975

MEMORANDUM FOR THE RECORD

1. In an effort to expedite the processing of the Senate Select Committee requests, it is requested that all responses be made via blind memo consisting of two items a) the subject with a brief identifying note including the substance of the query and b) the Agency response. All responses will be forwarded to the IG for further passage as required.

2. Attached herewith is a sample Agency response to an actual SSC query which might serve as a model.

25X1

S. D. Breckinridge
Acting Inspector General

Attachment: a/s (OVER)

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Sample Response

(Blind Memo - Each request to be answered separately)

Subject: Response to Question 7 of 4 June 1975 letter from Senator Church in which Senator Baker asked whether Cable Traffic Cited in 1967 IG Report on [redacted] pertains to CIA's WH Division or the White House
(If one of a numbered list, cite the number)

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Response:

Only the WH (Western Hemisphere) Division of CIA could be meant in this cable traffic. Had "White House" been intended, it would have been referred to as "White House" or highest U.S. authority.

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26. Military Personnel Liaison Files (Con't)		
F. Air Force Assignment Folders	-	Destroyed approximately 2 cubic feet.
G. Card Files		
(1) & (3)	-	Destroyed card files when no longer needed.
27. Military Reserve Files	-	Destroyed approximately 13 cubic feet during 1973.
28. Training Material	-	Destroyed training material relating to training military reservists.
29. Document Receipt Files	-	Unknown of the amount destroyed.
30. Reference Material	-	MPB receives numerous publications and directives from the services and this material is destroyed when no longer needed. Approximately 60 cubic feet of this material destroyed.

2. MPB did not keep a detailed listing of material and documents destroyed. However, all material was related to the administration of military detailees and/or the Agency's military reserve program.

[redacted]

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Chief,
Military Personnel Branch

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ADMINISTRATIVE INTERNAL USE ONLY

VITAL RECORDS DEPOSIT SCHEDULE

OFFICE SYMBOL AND NO. 3225 STATINTL

NO. OF PAGES 1 OF 2

DATE PREPARED 3 Dec 1973

OFFICE, DIVISION
Office of Personnel, Military Personnel Branch/SPD

ITEM NO.	VITAL RECORDS IDENTIFICATION (Title, description and inclusive dates)	MEDIA OF DEPOSIT	PERIOD OF DEPOSIT	DISPOSITION INSTRUCTIONS
1.	Roster of Military Personnel Detailed to CIA (Job 120-000) Machine listing arranged alphabetically by name, grade, branch of service, and office of assignment. Contains additional information noting employee number, occupational title, position number, and cost account number	IBM Roster	Monthly	Destroy upon receipt of new listing
2.	Roster of Military Reservists (Job 139-000)			
	a. Roster arranged alphabetically by last name. Includes mobilization category, branch of service, service number, MOS, grade, and office of assignment	IBM Roster	Quarterly	Destroy upon receipt of new roster
	b. Roster arranged alphabetically by service/office. Includes service number, grade, and MOS	IBM Roster	Quarterly	Destroy upon receipt of new roster
	c. Roster of reservists, alphabetical, Category 2 only	IBM Roster	Quarterly	Destroy upon receipt of new roster
3.	Mobilization Manpower Agreements with Military Departments, Personnel Authorizations, and other related correspondence	Paper	As Revised	Replaces previous deposi

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FORM 3-63 829 OBSOLETE PREVIOUS EDITIONS.

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ADMINISTRATIVE - INTERNAL USE ONLY

VITAL RECORDS DEPOSIT SCHEDULE

OFFICE, DIVISION CODE: 3225

NO. OF PAGES: 2 OF 2

DATE PREPARED: 3 Dec 1973

OFFICE, DIVISION: Office of Personnel, Military Personnel Branch/SPD (continued)

SIGNATURE OF APPROVING OFFICIAL:

ITEM NO.	VITAL RECORDS IDENTIFICATION (Title, description and inclusive dates)	MEDIA OF DEPOSIT	FREQUENCY OF DEPOSIT	DISPOSITION INSTRUCTIONS
4.	Appendix 4 to Annex C (Personnel) to CIA Global War Plan	Paper	As Revised	Destroy upon receipt of current deposit
5.	Microfilm Project M-256, Morning Report Data Cards and/or Repository Reporting Cards for all military details separated from the Agency. Arranged alphabetically by branch of service and lists grade, military service number, dates assigned and separated, etc.	Microfilm	Annually	Destroy upon refilming of basic file. Annual supplements added to basic file. Basic file refilmed every five years.

ADMINISTRATIVE

FORM 879 OBSOLETE PREVIOUS EDITIONS

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	MILITARY PERSONNEL BRANCH		
23.	BRANCH SUBJECT FILES		
	a. Consists of policy and procedures including directives and other documents which establish precedence for continuing action. Included in this file is correspondence with Department of Defense, Office of Defense Mobilization and other government agencies as well as reports and studies pertaining to present and future requirements, including mobilization requirements. Also in this file is material dealing with the liaison, policy and procedures relating to various stations and posts, division annual reports, and material documenting the history of MPB.	14.0	PERMANENT. When no longer need for current reference, screen and destroy valueless papers, forward to Records Center. (To be reviewed for declassification twenty nine (29) years from date of document. Those documents not exempt from declassification under E.O. 11652 will be reviewed earlier under the provisions of that order.
	b. Correspondence and memoranda used in administering the daily activities of MPB. These files are of a routine nature and consist of such items as activity reports, chrono files and requests for administrative-type services.	2.0	TEMPORARY. Cut off annually. Destroy when three years old.
24.	SELECTIVE SERVICE FILE (Discontinued - Selective Service Law expired 30 June 1973)		
	Selective Service Record Control Card File - Form 575a, provides a basic reference, index and action record of selective service deferment actions taken relative to Agency employees. Forms contain pertinent data on employee. Filed alpha.	.1	TEMPORARY. Destroy cards on individuals who are no longer associated with the Agency. Index cards to be eliminated when remainder of personnel returns from overseas.

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ITEM NO.	FILES DESCRIPTION		DISPOSITION INSTRUCTIONS
25.	WAR PLANS FILE		
	a. Estimates on country and area war plans used as a basis for preparing estimates on personnel requirements. File contains summaries of the mobilization plans, including the mission, cover, types of personnel required, operation plans, and similar material which becomes annexes to the Master Plan held by the DD/O.	1.0	TEMPORARY. Destroy when no longer needed.
	b. Record of receipt and dispatch of top secret material. Filed by TS number.	.1	TEMPORARY. Destroy ten years after document is downgraded, destroyed or sent outside control point.
26.	MILITARY PERSONNEL LIAISON FILES		
	A. Administrative Orders File		
	These orders serve as documentation for official travel of both civilian and military personnel, assignments to active duty, shipment of household effects, promotions, special assignments, etc. Submitted to appropriate branch of service. Arranged organizationally and numerically.		
	(1) General Orders	.2	PERMANENT. Cut off end of each year and transfer to Records Center. (AR 345-210, File No. 205-02) (To be reviewed for declassification twenty nine (29) years from date of document. Those documents not exempt from declassification under E.O. 11652 will be reviewed earlier under the provisions of that order.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	(2) Special Orders		INTERNAL USE ONLY
	a. Army		TEMPORARY. Cut off end of each year and forward to Records Center. Destroy when fifteen years old. (AR 345-210, File No. 205-02-1)
	b. Air Force		PERMANENT. Cut off end of each year and transfer to Records Center. (AFM 12-50, Table 10.
	B. Morning Reports File Consists of DA Form 1 which serves as daily accounting for all Army personnel in each unit. Copies of this form forwarded to parent organization as required by regulation. Filed chrono.	.9	TEMPORARY. Destroy when one year old.
	C. Personnel Processing Files Military personnel case files on individuals being security cleared and processed for possible assignment to the Agency. Filed alphabetically.	5.0	TEMPORARY. Upon EOD, incorporate in official Agency file. If processing is cancelled, place in inactive file, destroy when two years old.
	D. Funds file Army and Air Force Unit Fund File consists of vouchers, cancelled checks, bank deposit slips, bank statements, and similar material used to account for monies received for and expended from Unit Funds. Filed organizationally by unit.	.6	TEMPORARY. Destroy two years after audit.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
26.	E. Military Personnel Folder Files		
	(1) Official field file for military personnel assigned to the Agency. File contains current case history of the individual and papers which document his military service.	15.0	TEMPORARY. Return to parent service upon termination of assignment of individual.
	(2) Agency military personnel folders comprised of papers which document the affiliation of personnel with the Agency. File includes correspondence and related records pertaining to the assignment, memorandum of understanding, security clearance, personnel actions, etc. Filed alphabetically.	3.0	TEMPORARY. Upon termination of assignment screen and destroy irrelevant material. If converted to staff employment, forward to OP File Room. If not, place in inactive file. After one year transfer to Agency Records Center to be retained 56 years then destroyed.
	(3) Consists of pay record cards on military personnel. Cards used to maintain up-to-date pay authorizations and contain such information as base pay, longevity, allotments, withholding tax, social security deductions, etc. (Finance records are prepared and forwarded to appropriate military installations each pay period).	.1	TEMPORARY. Destroy upon reassignment of individual.
	F. Air Force Assignment Folders		
	These files are maintained on all assigned Air Force personnel separating from Agency service. File contains various items relating to pending reassignment.	2.0	TEMPORARY. When reassignment is completed, place in inactive file. Retain one year and destroy.
	G. Card Files		
	(1) Consists of cards maintained as locator on all military personnel assigned to Agency units. Cards contain individual's name, unit, and mailing address.	.6	TEMPORARY. Destroy one year after departure of individual.
	(2) Personnel data cards prepared on Army, Navy, Air Force, and Marine Corps personnel who have been assigned to the agency. Cards contain name, rank, serial no., dates of assignment, etc.	2.2	TEMPORARY. Retain until personnel is reassigned and Agency file is transferred to Records Center. Transfer card to Item #3.

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ITEM NO.	FILE DESCRIPTION	DISPOSITION	DISPOSITION INSTRUCTIONS
26.	(3) Record of inactive files transferred to the Records Center.	2.0.	TEMPORARY. Destroy when related personnel file has been destroyed.
27.	MILITARY RESERVE FILES		
	a. Case Files on Agency reservists containing papers pertaining to reserve status and participation in the Agency's reserve program. Filed alphabetically by branch of service.	12.5	TEMPORARY. Files on personnel assigned to field stations retained pending return; then reactivated. Files on personnel discharged from the program will be filed in an inactive file. Inactive files will be cut off end of each year and destroyed two years thereafter.
	b. Reserve attendance rosters prepared in conformance with Army regulations	.5	PERMANENT. (As required by AR 345-215) Cut off end of each year. Hold one year and transfer to Army Records Center.
28.	TRAINING MATERIAL		
	Consists of material for training of Agency reservists.	8.0	TEMPORARY. Destroy when superseded or no longer needed.
29.	DOCUMENT RECEIPT FILES		
	Registered and certified mail receipts. Filed chronologically.	.1	TEMPORARY. Destroy when two years old.
30.	REFERENCE MATERIAL		
	Agency regulatory issuances and machine listings as well as log books and unclassified published material such as Army and Air Force regulations, circulars, pamphlets, manuals and handbooks used for reference purposes.	57.0	TEMPORARY. Destroy when superseded, obsolete, or no longer needed.

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